



Massachusetts Certified Public Purchasing Official Program
Massachusetts Office of the Inspector General
One Ashburton Place, Room 1311
Boston, MA 02108
Phone: 617-727-9140
Fax: 617-723-2334

Application for Designation of Massachusetts Certified State Purchasing Officer (MCSPPO)

MCSPPO designations are tailored for individuals responsible for procurement, contract administration, or contract oversight on behalf of a state government department subject to the jurisdiction of the Operational Services Division. After satisfying the seminar and training requirements for one of the MCSPPO designations, an individual may apply for certification in the appropriate category. The application requires information about the applicant's current position, seminars and trainings completed, relevant work history, education, and any criminal or civil violations. To be eligible for any designation, the applicant must currently hold a public procurement position with a Massachusetts public entity.

Education and Experience Requirements

Designation	Education	Experience
MCSPPO	High school diploma or equivalent, and successful completion of the <i>State Contracting Overview</i> seminar, <i>Design and Construction Contracting</i> seminar, <i>Comm-PASS Overview</i> training, and <i>Introduction to the RFR Process</i> training. OR Bachelor's degree and successful completion of the 2 seminars and 2 training classes named above. OR Bachelor's degree, qualifying graduate degree in a related field, and successful completion of the 2 seminars and 2 training classes named above.	5 years public procurement, ** including 2 years management or supervisory experience in MA*** 4 years public procurement, ** including 2 years management or supervisory experience in MA*** 3 years public procurement, ** including 2 years management or supervisory experience in MA***
MCSPPO for Supplies and Services	High school diploma or equivalent, and successful completion of the <i>State Contracting Overview</i> seminar, <i>Comm-PASS Overview</i> training and <i>Introduction to the RFR Process</i> training. [same criteria as above for education substitutes]	[same criteria as above]
MCSPPO for Design and Construction	High school diploma or equivalent, and successful completion of <i>State Contracting Overview</i> and <i>Design and Construction Contracting</i> seminars. [same criteria as above for education substitutes]	[same criteria as above]
Associate Levels (available for all designations)	High school diploma or equivalent, and successful completion of required seminars and training classes as outlined above.	1 year public procurement in MA

* Required MCSPPO seminars and trainings must be completed within three years prior to application.

** "Procurement" means buying, purchasing, leasing, or otherwise acquiring supplies, services, design services, or construction work, and all of the functions that pertain to such acquisition, including description of requirements, selection of sources, solicitation and evaluation of offers, contract preparation and award, and all phases of contract administration, performed by an individual employed by a public entity. To qualify as public procurement experience, a position must entail a minimum of 75 hours per month.

*** "Management" means managing or administering a procurement activity, but does not include principally clerical or data entry functions. To be considered a public procurement management position, a position must entail:

- decision-making authority with respect to procurement activities, or
- authority with respect to the procurement activities of public employees whose primary responsibility is procurement, or
- substantial responsibility for providing legal advice on procurement matters to public employees whose primary responsibility is procurement, or
- substantial responsibility for conducting performance reviews or audits of public procurement activities.

"Supervisory" means supervising (with authority to hire and fire) public employees whose primary responsibility is procurement.

Description of MCSPO Courses and Trainings

State Contracting Overview

An overview of legal requirements and best practices for contracting for commodities, services, and construction by state agencies, with hands-on exercises that apply knowledge and skills to practical problems faced by state procurement officials. A prerequisite for *Design and Construction Contracting*, this four-day seminar concludes with a written examination.

Design and Construction Contracting

This three-day seminar is tailored to public officials who are involved in contracting for design, public works construction, and public building construction. Participants will learn practical applications and effective strategies to guide them through procurement and administration of design and construction contracts. This seminar concludes with a written examination.

Comm-PASS Overview Training

This course, offered by the Operational Services Division (OSD), provides an overview and demonstration of the State's electronic database of information that is used by the Commonwealth, its political subdivisions, and municipal agencies to advertise procurement opportunities.

Introduction to the RFR Process Training

This two-day course, offered by the Human Resources Division (HRD), focuses on all phases of RFR development and the accompanying state regulations, policies, and procedures.

Massachusetts Certified Public Purchasing Official Program
 Massachusetts Office of the Inspector General
 One Ashburton Place, Room 1311
 Boston, MA 02108
 Phone: 617-727-9140
 Fax: 617-723-2334



Application for Designation of Massachusetts Certified State Purchasing Officer (MCSPO)

General Information

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.

Name to appear on certificate: _____

Job title: _____ Last _____ First _____ Middle initial _____
 Social security no. _____

Jurisdiction/agency: _____ Telephone no. _____

Business address: _____ City: _____ State: _____ Zip code: _____

Home address: _____ City: _____ State: _____ Zip code: _____

Home telephone: _____ D.O.B.: _____ E-mail address: _____

Designation Requested

- ☐ MCSPO ☐ MCSPO for Design and Construction
☐ Associate MCSPO ☐ Associate MCSPO for Design and Construction
☐ MCSPO for Supplies and Services
☐ Associate MCSPO for Supplies and Services

Dates and titles of MCSPO seminars
 and trainings attended: _____

Work Experience

List the most recent position and all employment relevant to the designation requirements. Applications for other than an Associate designation require a separate position description **signed by your supervisor** that indicates your management or supervisory experience and responsibilities.

Starting/Ending Dates	Employer	Jurisdiction/Agency	Official Position

Academic Degrees Earned

All applicants must provide information on high school or equivalent. Provide college and graduate school information if requesting a substitution for work experience.

	Name and Location	Major	Graduation Year	Degree
1. High school or equivalent	_____			
2. College	_____			
3. Graduate school	_____			
4. Other	_____			

-OVER-

Application for Designation of Massachusetts Certified State Purchasing Officer (MCSPPO), continued

Mandatory Questionnaire

MCSPPO designation may be denied or revoked based on:

- Conviction of a felony or final adjudication by a court or administrative agency of a civil or criminal violation of law relating to procurement, antitrust, conflict of interest, embezzlement, theft, forgery, bribery, falsification or destruction of records, or any other offense indicating a lack of integrity.
- Substantial evidence of willfully supplying to the Office of the Inspector General false information relating to any public procurement or of willful failure to comply with record-keeping requirements prescribed by law or regulation.
- A finding of repeated procurement law violations of sufficient frequency and severity so as to evidence a pattern of noncompliance.

Please answer the questions below. For every "yes" answer, provide a separate written explanation.

1. Have you ever been convicted of a felony? ☐ Yes ☐ No
2. Have you ever been convicted or found responsible in a final adjudication by a court or administrative agency of a civil or criminal violation of law relating to procurement, antitrust, conflict of interest, embezzlement, theft, forgery, bribery, falsification or destruction of records, or any other offense indicating a lack of integrity? ☐ Yes ☐ No

Release

I, _____, hereby authorize the Office of the Inspector General to inspect all criminal offender record information (CORI) concerning me and all records held by any court or administrative agency of any civil or criminal proceeding involving me.

I hereby swear under the pains and penalties of perjury that the information in this application is complete and accurate. I hereby authorize the Office of the Inspector General to obtain records from all educational institutions and places of employment listed in this application for the purpose of verifying my level of education and employment history.

Signature of applicant

Date

Application Fee

NOTE: Faxed applications will not be accepted. Payment must accompany your application. Allow 90 days for processing.

Application Fee: \$75 (non-refundable if designation is denied)

Mail to: Office of the Inspector General
State House Station
P.O. Box 270
Boston, MA 02133
Attn: MCPPO Director

Reminder: Recertification is required every 3 years from the award date of designation certificate.